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**TO: Economic Support Supervisors  
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W-2 Agencies  
Workforce Development Boards  
Job Center Leads and Managers**

**FROM: Amy Mendel-Clemens  
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**BHCE/BWP OPERATIONS MEMO**

**No: 04-43 Revised Effective Date**

**DATE: 08/30/2004**

FS	<input checked="" type="checkbox"/>	MA	<input checked="" type="checkbox"/>	SC	<input type="checkbox"/>
CTS	<input type="checkbox"/>	CC	<input checked="" type="checkbox"/>	W-2	<input checked="" type="checkbox"/>
FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>	RAP	<input type="checkbox"/>
WIA	<input type="checkbox"/>	WtW	<input type="checkbox"/>		
Other	EP	<input type="checkbox"/>	★		

**PRIORITY: HIGH**

**SUBJECT: Adding A Newborn Child to A Medicaid Case**

**CROSS REFERENCE:** None

**EFFECTIVE DATE:** October 1, 2004

**PURPOSE**

This memo outlines the new process for adding newborns, reported by HMOs and hospitals, to the Medicaid Management Information System's (MMIS) Eligibility file as continuously eligible newborns (CENs). The new process has been developed to reduce the possibility of adding duplicate newborns to the Medicaid (MA) eligibility file.

**BACKGROUND**

Occasionally, a child born to a woman eligible for MA has inadvertently been assigned two MA ID numbers. When there are two MA ID's on MMIS for the same individual, and that individual is enrolled in an HMO, the HMO will get paid two capitation rates for one person. The Department is now in the process of identifying these cases and recovering duplicate capitation payments from HMOs.

**POLICY**OLD PROCESS

For the past several years whenever a child was born to a woman who was eligible for MA, the hospital, HMO or other health care provider reported the birth to the Department's Medicaid Fiscal Agent, EDS. EDS staff would then:

1. Certify the newborn as eligible, from the date of birth until the end of the month in which the child turned 1 year old, on MMIS. Because the child did not yet have an SSN, EDS would use a pseudo-SSN.
2. Send a letter to the mother, copying the county agency, telling her to report the birth of her child to her worker. She was to indicate whether the child was continuing to live with her and that she and her child were residing in Wisconsin. The letter included the child's pseudo-SSN, so that the worker could link up the CARES SSN with the pseudo-SSN and MA ID on the CARES (MIMI) screen.
3. The local agency was expected, when the birth was reported, to add the child to the mother's MA case as a CEN.

Unfortunately, this process resulted in many children being added to MMIS twice, as two separate individuals. Often, one MA ID was assigned by EDS and another by the county when the child was added to the mother's MA case before or after EDS had added the child when the hospital or HMO reported the birth.

NEW PROCESS

To ensure that children are added to MMIS when their mother is an MA recipient and that those children are only added once to MMIS, the following process will be implemented:

1. The Hospital, HMO, or other health care provider reports the birth of a child of a MA recipient to EDS.
2. EDS checks MMIS with the mother's MA ID and:
  - If the mother is eligible for MA as a SSI, Foster Care, or Adoption Assistance and not currently a member of an active case on CARES, EDS will certify the child for MA for his/her first year.
  - If the mother is currently eligible or part of an active case (open or closed less than 30 days) for any program on CARES, EDS will send an e-mail to the CARES Coordinator, identified by each county, requesting the child be added to the case.
3. The CARES Coordinator will refer the person add request to the worker for the active case.
4. The worker will add the child to the mother's case as a CEN.

The worker should add the newborn to the case within one business day of receiving the e-mail from EDS, be sure to run with appropriate dates in CARES if necessary to cover the baby from birth on. The short timeframe is to ensure that the health care provider will be able to receive MA reimbursement for the child's services.

If the worker has reason to believe that the child will not live with his/her birth mother, the worker should first add the child to the case and then contact the mother to validate the child's living arrangement. Because the child was definitely 'living with' the birth mother at the moment of his/her birth, the child will be a CEN in CARES for at least the first month until s/he can be given adverse action notice ending the CEN eligibility. If the worker discovers that the child is not living with the birth mother, the worker should code the child's living arrangement as "not in the home", run SFEX/SFED and confirm the case.

When the hospital or HMO reporting the birth to EDS knows that the newborn will not be staying with the mother (mother has terminated her parental rights), EDS will place CEN eligibility on file for that child from the date of birth until the end of the following month. EDS will be using 72, a non-CEN medical status code to prevent a Forward card from being sent and the child from being enrolled in an HMO. This number can only be used by EDS. If the mother is part of an active CARES case, EDS will notify the CARES Coordinator of the action they have taken and that the newborn will not be staying with the mother. EDS will send a notice of decision with the eligibility information to the hospital, who have agreed to forward the notice to the newborn's address (if the hospital has the address).

### ***IMPACT ON OTHER PROGRAMS***

Other programs of assistance may also be open on the case in which the child is to be added. Add the newborn to the assistance case for FS, CC and W2 based on the already established procedure for adding a person to the case.

For FS, a report from EDS that the child has been born is a reported change and must be acted on as any other reported change that may effect the FS benefit allotment amount. Request verification that an application for a Social Security Number has been submitted for the newborn. Verification of living arrangement of the newborn is not required, unless it is questionable. Add the child effective the first of the month following the date the change is reported if requested verification is received timely. Add the child the first of the month after requested verification is received if verification it is not submitted timely. Issue a supplement if necessary.

### ***CONTACTS***

BHCE CARES Information & Problem Resolution Center

★Program Categories – FS – Food Stamps, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WtW – Welfare to Work, WIA – Workforce Investment Act, Other EP – Other Employment Programs.